

Copy Forward Job Aid

Purpose:

This job aid will identify the steps to copy a posted payroll report to a create a new report. Use this job aid to create a pre-populated monthly payroll report.

Steps

Screenshots

1. Navigate to the **ER Home Page: *Main Menu > Core-CT HRMS > Pension > Employer Reporting > ER Home Page.***
2. In the Payroll Actions section, select the "Copy Forward Previous Report".
3. Click the **Submit** button.

Payroll Actions

Actions:

- Add a New Schedule
- Copy Forward Previous Report**
- Generate Delayed ER Reports
- Upload Report

Submit

4. On the Copy Forward Employer Report page, use the magnifying glass to select:
 - Company = MSO
 - Department = MSO + Department Code
 - Schedule Name = Year of Payroll Report to be Created
 - Copy to Pay Period = Payroll Report to be Created

5. Click **Add**.

Copy Forward Employer Report

Find an Existing Value **Add a New Value**

Company

Department

Schedule Name

Copy To Pay Period

Add

Copy Forward Job Aid

Steps

6. In the Copy From Pay Period, use the magnifying to select the payroll report to be copied.
7. Click the **Submit** button.

Screenshots

Copy Forward Report

*Company	MSO	*Copy To Pay Period	04/01/2017 - 04/30/2017
*Employer	MSO131BAB	*Copy From Pay Period	
Report Type	Employer Reporting		
*Schedule Name	MSO131BAB_2017		

Submit

8. The new report is created with the Report Status of **Submitted**.

Employer Report Details

Company	MSO
Schedule Name	MSO131BAB_2017
Department	MSO131BAB
Earned Period	04/01/2017 - 04/30/2017
Report Status	Submitted